

## **NIH POLICY MANUAL**

### **1363-1 - NATIONAL LIBRARY OF MEDICINE CONFERENCE FACILITY**

**Issuing Office: OA/NLM 496-9818**

**Release Date: 2/14/98**

**Replaces: 9/15/89**

1. **Explanation of Material Transmitted:** This issuance updates information regarding the control, scheduling, maintenance, and operation of the Lister Hill Center at the National Library of Medicine.
2. **Filing Instructions:**  
  
**Remove:** NIH Manual 1363-1, National Library of Medicine Conference Facilities, dated 9/15/89  
**Insert:** NIH Manual Chapter 1363-1, National Library of Medicine Conference Facilities, dated: 2/14/98 (Keep this transmittal sheet as long as any pages are in effect).
3. **Distribution:** NIH Mailing Keys F-401 and F-402

**PLEASE NOTE:** For information on:

- Content of this chapter, contact the issuing office listed above.
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#### **A. Purpose:**

This issuance presents policies and procedures for the control, scheduling, maintenance, and operation of the Lister Hill Center (LHC) Auditorium (164 seats), located at the National Library of Medicine (NLM), Building 38A. The NLM has no other space for break-out rooms.

#### **B. References:**

1. The NIH Manual [1363](#) "NIH Conference Facilities".

#### **C. Responsibilities:**

1. The Director, NLM, or designee, is responsible for ensuring that NLM space is efficiently managed and appropriately utilized. The Director, NLM, approves all meetings to be held in the LHC Auditorium.
2. The Executive Office, NLM, is responsible for the scheduling and obtaining the Director's approval for all meetings in the LHC Auditorium. This office oversees the revision and issuance of guidelines regarding the use of space in the NLM.
3. The Office of Public Information (OPI), NLM, is responsible for overseeing the meetings held in the LHC Auditorium. The office arranges for logistical support of conference activities, meets with meeting sponsors, and arranges tours of the facility. The office provides information about, but specifically is not responsible for, the following:
  - a. Parking arrangements
  - b. Food and beverage service
  - c. Duplication service
  - d. Secretarial service
  - e. Security service
4. The Audiovisual Program Development Branch (APDB), LHC, NLM, is responsible for the oversight of the audiovisual contractor, who provides the audiovisual needs of the conference activities. This office controls the scheduling of the NLM satellite downlink facility.

#### **D. Policy:**

The Lister Hill Center Auditorium is a unique, 164-seat facility containing sophisticated audiovisual equipment, simultaneous translation booths, state-of-the-art computer projection system, and unique enunciator systems. It is a special biomedical communication facility to be used for specialized meetings that make use of its capabilities. It is not to be considered a normal facility for regular meetings of advisory bodies, but should be reserved primarily for conferences, symposia and workshops that require multimedia equipment or teleconferencing facilities.

#### **E. Priorities for Assignment of Conference Space:**

Activities which support the missions and programs of NLM receive first priority for use of NLM facilities. When space is not required for NLM programs, it may be scheduled under the following general priorities:

**Priority 1:** NLM and NIH sponsored meetings - national and international scientific meetings may reserve the LHC Auditorium up to one year in advance.

**Priority 2:** Meetings of other HHS health agencies - may reserve the space up to 6 months in advance.

**Priority 3:** Other health-related organizations (e.g., professional societies) whose use of the facility will benefit the program interests of the Department - may reserve the space up to 3 months in advance.

Only the NLM or NIH Directors can change a confirmed meeting reservation.

#### **F. Reserving NLM Space:**

1. All reservations must be made through the Executive Office, 496-5389, fax 480- 4971. At the time of the tentative reservation, an information packet and form NIH 827-2 "Request for Conference Facility" will be faxed to the requestor. This form NIH 827-2 must be returned by fax or mail to the Executive Office within 7 working days of the tentative request.
2. When requesting the space and completing the form NIH 827-2, the following information must be available:

**Requestor name and sponsor's name, institute, telephone and fax number, date and time of meeting, name of meeting, and purpose of meeting.**

The normal operating hours of the LHC Auditorium are Monday through Friday, 7:30 a.m. - 6:00 p.m. Weekend and/or evening meetings are not allowed. If meetings extend after 6:00 p.m., the ICD must provide a CAN number to pay for the NLM security police.

3. Once this form is approved by the Director, NLM, the reservation is confirmed by fax to the requesting office. The approved request will include the name and phone number of the OPI liaison. The liaison will contact the meeting contact person one month before the meeting to review specifics. The liaison will be able to answer questions about the facilities and services provided and can arrange a tour of the facility if requested.

#### **G. Appendix Information:**

Appendix 1 describes the capabilities available in the LHC Auditorium.

Appendix 2 is form NIH 827-2.

#### **H. Records Retention and Disposal:**

All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual [1743](#), "Keeping and Destroying Records, Appendix 1, NIH Records Control schedule, " Item 1100-M-1, Administrative Files.

NIH e-mail messages. NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your ICD Records Officer for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to members of Congress or Congressional committees if requested and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are sometimes retained for significant periods of time, e-mail messages and attachments may be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

### **I. Management Controls:**

The purpose of this manual issuance is to provide policies and procedures for the control, scheduling, maintenance, and operation of the Lister Hill Center Auditorium located at the National Library of Medicine.

1. Office Responsible for Reviewing Management Controls Relative to this Chapter (Issuing Office):

Through this manual issuance, the NLM is accountable for the method used to ensure that management controls are implemented and working.

2. Frequency of Review (in years): N/A
3. Method of Review:

Ongoing review of compliance: If ICs don't follow procedures, they will not be allowed to use the Lister Hill Center Auditorium.

4. Review Reports are sent to: N/A

### **Appendix 1. NIH Form 827-2:**

Please refer to paper copy to see Form NIH 827-2.

### **Appendix 2. LHC Auditorium:**

NATIONAL LIBRARY OF MEDICINE CONFERENCE FACILITY

LHC Auditorium (use Form NIH 827-2 to reserve) Seats 164

Contact: Executive Office, NLM, 496-5389 to reserve the room

Office of Public Information, NLM, 496-7771 is coordinator for room, inform of needs after confirmation

- seats total of 164 people with additional 6 wheelchair positions (96 counter positions and 68 theater seats)

- front stage can be used for demonstrations and/or panels

- 7 tables available for front stage and/or registration area

- registration area is located in the lobby (sponsor must supply personnel for registration/telephone messages) Phone number at desk is 496-4062

- NLM supplies audiovisual operation manpower

- facility available for presenters to preview slides

- audiovisual capabilities:

- front and rear screen projection

- 35mm slide projectors - used as single, dual, and dissolve

- 16mm film projector (front screen only)

- overhead projector

- 3/4" U-matic, 1/2" VHS (standard speed), and Beta videocassette playback units

- Sony Video Data Projector, Model VPH-1271Q for videocassette or computers (high resolution workstations, IBM, Macintosh, HP, and Xerox)

- audio recording and playback

- video recording, transmission, and projection (there are restrictions and conditions, contact 496-5389 for information)

- simultaneous translation for up to 3 languages

- laser and electric pointer

- lectern from which most audiovisual systems can be controlled - microprocessor for recording assigned seating, used in

conjunction with monitor on lectern

- manual or automatic audience audio system

MANUAL CHAPTERS  
MAIN MENU

BROWSE

SEARCH

UPDATE

BACK TO THE OMA  
HOME PAGE

Last Updated: 08/25/99

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